

Transferring Students

**SS1102-1, SS1102-2
SS1102-4, SS1102-5**

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Transferring Students

SS1100-3, SS1100-6

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Agenda

- Receiving student records
 - Actions to take
- Requesting student records
 - Enrollment prompts request
- Importing records
 - Transcript data
 - Enrollment history
 - Assessments
 - Immunizations
 - Documents



Requesting Student Records

- Student enrolls in new district and they submit a request
- New district receives records only if the former district is:
 1. In the Commonwealth and
 2. Is live on Campus

Records Transfer

Use this tool to request the release of a transfer student's records. The following information will be sent to the student's former district. You will not know which district that is unless the user who receives the request chooses to respond. If you do not receive a response for a few days, follow up with the traditional methods.











Student:		Enrollment Type: Primary			
Last Name	██████████	First Name	██████████	Middle Name	██████████
Gender	██████████	Birthdate	██████████	SSN	██████████
Grade	12	School	07-08 HS	Start Date	08/30/2007

Requesting District & User					
District	17002 Mitchell 17-2	Name	Donna Kiewel	Username	kieweld
Request Date	08/29/2007	Work Phone	995-3034	Email	Donna.Kiewel@k12.sd.us
Comments					
<div></div>					

Submit Request

Process Inbox – Waiting Status Message

- Requesting district will see “Waiting: Last, First ID” until sending district responds
- Message appears in Process Inbox and on student’s Records Transfer tab
- Requesting district will not know sending district name

Process Inbox					
  	Process	Step	Posted Date	Due Date	
 	Records Transfer	Transfer Error: Montgomery, Sarah 1868799	11/21/2008		
 	Vertical Interoperability	State Resync Requested 	01/02/2009		
 	Records Transfer	Waiting: ASHER, WILLIAM 1103498	01/09/2009		

Process Inbox – Request for Release

- Request appears in sending district's Process Inbox

Process Inbox					
		Process	Step	Posted Date	Due Date
X		Vertical Interoperability	State Resync Requested	12/29/2008	
X		Vertical Interoperability	State Resync Requested	12/30/2008	
X		Vertical Interoperability	State Resync Requested	12/30/2008	
X		Vertical Interoperability	State Resync Requested	12/30/2008	
X	!	Records Transfer	Request for you to release: ASHER, WILLIAM 1103498	01/09/2009	

Releasing Student Records

- Student leaves former district
- Request is sent by new district receiving student
- Former district has three options
 - Release
 - Reject
 - Ignore

Student Records Transfer

Release or Reject a Request for Transfer Records
An external district is requesting the release of your district's records of a student. The request has come in through the Infinite Records Exchange and so the student's records will be transferred to the new district to prevent incorrect data or enrollment overlaps.

Infinite Campus verifies that the requesting district is whom they say they are, and that the user making the request has been authenticated and authorized to make the request. The receiving district must verify the user's identity.

Records Transfer ASHER, WILLIAM #

Student:		Enrollment Type: Primary			
Last Name	ASHER	First Name	WILLIAM	Middle Name	TYLER
Gender	M	Birthdate	03/13/1992	SSN	
Grade	10	School	08-09 Lafayette High School	Start Date	01/09/2009
				Overlap	Edit (08/06/2008-05/29/2009) 08-09 KNOX CENTRAL HIGH Grade: 10

Requesting District & User

District	165 Fayette County	Name	Arianna Administrator	Username	admin
Request Date	01/09/2009	Work Phone		Email	
Comments None.					

Releasing District & User

District	301 Knox County	Name	System Administrator	Username	admin
Release Date	01/09/2009	Work Phone	(636)673-8839	Email	mockhalsl@hotmail.com
Comments <div></div>					












Release Records

Reject Request

Ignore Request

Process Inbox – Transfer Released

- Status message from receiving district changes to “Transfer Released”

Process Inbox							
			Process	Step		Posted Date	Due Date
			Records Transfer	Transfer Error: Montgomery, Sarah 1868799		11/21/2008	
			Vertical Interoperability	State Resync Requested 		01/02/2009	
			Records Transfer	Transfer Released: ASHER, WILLIAM 1103498		01/09/2009	

Accessing the released records

- When sending district clicks “Release Records” button, records are sent to receiving district
- Receiving district will see a message link in Process Inbox containing the student’s records and the sending district’s contact information
- Records transfers accessible in 3 Campus areas:
 - Process Inbox
 - Student Information > General > Student Records Transfer
 - System Administration > Data Utilities > Student Records Transfer

NOTE: Users must have tool rights to allow access to these areas



Transfer Documents – PDF Reports

- Transcript
- Census Contact
- Enrollment History
- Report Cards
- Schedule
- Attendance
- Behavior
- Health
- SPED Documents



Strike-through indicates
student did not have data

Process Inbox Status - Error

- If sending district cannot be located because state does not have record matching student, a transfer error appears
 - Clicking error link displays reason for error

Records Transfer JOHNSON, JOHNNY #					
This is a Records Release containing the student information, the requesting district/user and the releasing district/user.					
Student:			Enrollment Type: Primary		
Last Name	JOHNSON	First Name	JOHNNY	Middle Name	John
Gender	M	Birthdate	03/01/1992	SSN	
Grade	1U	School	08-09 IROQUOIS HIGH	Start Date	08/12/2008
Requesting District & User					
District	275 JEFFERSON COUNTY PUBLIC SCHOOLS		Name	System Administrator	Username admin
Request Date	08/08/2008		Work Phone		Email
Comments	None.				
Status: Waiting for former district to release records.					

Importing Records

- Data Imports
 - Transcripts
 - Enrollment History
 - Assessments
 - Immunizations
 - Health Conditions
 - Health Screenings
 - IEP's
 - Evaluations
 - State Reporting

Student Records Transfer

Records Release
This is a Records Release containing the student information, the requesting district/user and the releasing district/user.

Records Transfer Schmidt, Jason #

Student:		Enrollment Type: Primary	
Last Name		First Name	
Gender		Birthdate	
Grade	11	School	07-08 Central High School
		Start Date	09/07/2007

Requesting District & User

District	6001 Aberdeen 06-1	Name	System Administrator	Username	admin
Request Date	09/07/2007	Work Phone		Email	
Comments					
None.					

Releasing District & User

District	17002 Mitchell 17-2	Name	Donna Kiewel	Username	kieweld
Release Date	09/07/2007	Work Phone	995-3034	Email	Donna.Kiewel@k12.sd.us
Comments					
None.					

Status: Records released.

Transfer Documents

- Transcript
- Census Contact Summary
- Enrollment History
- Schedule
- Attendance Period Detail
- Assessment Summary
- Behavior Summary
- Health Condition Summary
- Health Screening Summary
- Health Immunization Summary
- MHS Report Card Qtr 1
- MHS Report Card Qtr 1 Mid Term
- MHS Report Card Qtr 2
- MHS Report Card Qtr 2 Mid Term
- IEP
- Special Ed Evaluation

Data imports

- Transcript Import Wizard
- Enrollment History Import Wizard
- Assessment Import Wizard
- Immunization Import Wizard
- IEP Import Wizard
- Special Ed Evaluation Import Wizard

Transcript Import Wizard

- Credit Multiplication Factor
- Credit Type
- Credit Amount
- Don't Import
- Save at the bottom

Credit Multiplication Factor: 1 Adjust All Credits

Don't Import ☐ *School Year: 2003-2004 *Grade: 08 District No.: 1700 School No.: 2 School Name: Mitchell Middle School *Course Number: 802F Course Name: Algebra

*Score: A- GPA Weight: 1 GPA Value: 4 Percent: GPA Max: 4 Unweighted GPA Value: 4 *Earned: 0.5 *Attempted: 0.5 *Transcript Credit: MMS>Mathematics

Bonus Points: Standard Number: Standard Name: Date: Actual Term: 2 Start Term: 1 End Term: 2 Terms Long: 2 State Code:

Comments: Imported from 17002 Mitchell 17-2 Records Transfer.

Don't Import ☐ *School Year: 2003-2004 *Grade: 08 District No.: 1700 School No.: 2 School Name: Mitchell Middle School *Course Number: 802S Course Name: Algebra

*Score: A- GPA Weight: 1 GPA Value: 4 Percent: GPA Max: 4 Unweighted GPA Value: 4 *Earned: 0.5 *Attempted: 0.5 *Transcript Credit: MMS>Mathematics

Bonus Points: Standard Number: Standard Name: Date: Actual Term: 4 Start Term: 3 End Term: 4 Terms Long: 2 State Code:

Comments: Imported from 17002 Mitchell 17-2 Records Transfer.

Enrollment History Import Wizard

- Import past enrollments from other schools
- Save at the bottom

Import Enrollment History records from
Enter the transferred data from the releasing district into your own local database. Enrollment Start/End codes can be mapped to a local database. Duplicate data could be created.

District Name Mitchell 17-2		*Calendar Name 04-05 HS	*Grade 09
*Start Date 08/23/2004	End Date 05/19/2005	*Service Type P: Primary	
Start Status (00: Current Student) 00: Current Student		End Status (11: Student continues) 11: Student continues	
Start Comments SimsNet created		End Comments	

District Name Mitchell 17-2		*Calendar Name 05-06 HS	*Grade 10
*Start Date 08/22/2005	End Date 05/23/2006	*Service Type P: Primary	
Start Status (00: Current Student) 00: Current Student		End Status (11: Student continues) 11: Student continues	
Start Comments SimsNet created		End Comments	

District Name Mitchell 17-2		*Calendar Name 02-03 MS	*Grade 07
*Start Date	End Date	*Service Type	

Assessment Import Wizard

- Import District assessments
 - ACT
 - SAT
- Save at the bottom

Student Records Transfer - Assessment Import

Import Assessment records from 17002 Mitchell 17-2
Enter the transferred data from the releasing district into your own local database. Test Scores must be mapped to an assessment defined in your local database, or strands that are not mapped to a local test will not be imported.

ACT Composite (ACT Composite)

Test	Date	Scale Score	Raw Score	Percent	Percentile	Question Count	Normal Curve Equivalent
Not Imported	04/14/2007	21	0	0	0		0

Result ()
No Result List

Comments
Imported from 17002 Mitchell 17-2 Records Transfer.

ACT Reading (ACT Reading)

Test	Date	Scale Score	Raw Score	Percent	Percentile	Question Count	Normal Curve Equivalent
Not Imported	04/14/2007	23	0	0	0		0

Result ()
No Result List

Comments
Imported from 17002 Mitchell 17-2 Records Transfer.

ACT Math (ACT Math)

Test	Date	Scale Score	Raw Score	Percent	Percentile	Question Count	Normal Curve Equivalent
Not Imported	04/14/2007	25	0	0	0		0

Result ()
No Result List

Comments
Imported from 17002 Mitchell 17-2 Records Transfer.

ACT Science (ACT Science)

Test	Date	Scale Score	Raw Score	Percent	Percentile	Question Count	Normal Curve Equivalent
Not Imported	04/14/2007	18	0	0	0		0

Result ()
No Result List

Immunization Import Wizard

- Import immunizations
- Save at the bottom

Student Records Transfer - Immunization Import

Import Vaccine Shot data from 17002 Mitchell 17-2
Enter the transferred data from the releasing district into your own local database. Vaccines and Immunization Exemptions will need to be mapped to you. Running an import more than once could duplicate data.

Immunization Certificate

Certificate Date Expiration Date Type

Vaccine Name

Diphtheria-tetanus-pertussis, combined [DTaP, DTP]	07/10/1989	09/08/1989	11/16/1989	12/31/1990	05/30/1995
Diphtheria-tetanus-pertussis, combined [DTaP, DTP]	<input type="button" value="v"/>	<input type="button" value="v"/>	<input type="button" value="v"/>	<input type="button" value="v"/>	<input type="button" value="v"/>
Polio [IPV, OPV]	07/10/1989	09/08/1989	12/31/1990	05/30/1995	
Polio [IPV, OPV]	<input type="button" value="v"/>	<input type="button" value="v"/>	<input type="button" value="v"/>	<input type="button" value="v"/>	
Measles-Mumps Rubella [MMR]	08/13/1990	05/30/1995			
Measles-Mumps Rubella [MMR]	<input type="button" value="v"/>	<input type="button" value="v"/>			
Tuberculosis [BCG]	05/30/1995				
Tuberculosis [BCG]	<input type="button" value="v"/>				

KY State Reporting Import Wizard (1)

Commonwealth reporting data will transfer and import into receiving district when not null in sending district

Enrollment State Reporting Elements		
State Exclude <input type="checkbox"/>	Perkins Only <input type="checkbox"/>	Home Language 0400: English
Migrant 2: Inactive	Economic Indicator 4198: Paid Lunch	
<input checked="" type="checkbox"/> Immigrant	<input checked="" type="checkbox"/> Refugee	
<input type="checkbox"/> Out Of State	<input type="checkbox"/> Extra Year in Primary	
<input checked="" type="checkbox"/> Program 504	School Choice 01: Transferred From School Choice	
<input type="checkbox"/> Homeless	Living Status	
<input type="checkbox"/> Foreign Exchange		
Dropout Questionnaire		
Out Of District	Resident District Jackson Independent(272)	
School of Accountability 275004: CAMP TAYLOR ELEMENTARY	District of Accountability Jefferson County(275)	
KEES Override	<input type="checkbox"/> Underage Waiver	
Enrollment Special Ed Elements		
Special Ed Status A: Active	Full Funding <input checked="" type="checkbox"/>	
Primary Disability 04: Hearing Impaired		
Secondary Disability		
Setting 6A: (age 6-21) >80% of day in general ed programs		
Date Eligible but Refused	Special Ed Exit Status	Special Ed Exit Date
Part C ID		

KY State Reporting Import Wizard (2)

Gifted & Talented Status

***Gifted Category**
04: Specific Academic Aptitude-Language Arts

***Year Identified** 2008 ***Start Date** 08/18/2007 **End Date** 02/06/2008

☐ Gifted Declined Services ☐ Gifted Underachieving

Service Delivery Options:

☐ Various Acceleration Options
☐ Early exit from Primary ☐ Grade skipping ☐ Subject Area Higher Grade Level
☐ Dual Enrollment Courses ☐ Dual Credit Courses ☐ Early exit from high school

☐ Advanced Placement and Honors Courses
☐ Collaborative Teaching and Consultation Services
☐ Special Counseling Services
☒ Differentiated study experiences in the classroom
☒ Differentiated individual study ☐ Differentiated for Cluster groups
☐ Distance learning
☐ KVHS courses ☐ Video courses ☐ Other online course
☒ Enrichment services (school day)
☐ Independent study
☐ Mentorships
☐ Resources services
☐ Pull-out setting ☐ Appropriate instructional setting ☐ Consortium
☐ Seminars
☐ Travel study options
☐ Special schools, 4-12
☐ Self-contained classrooms, 4-12

Specific Academic Aptitude Evidence:

☐ Anecdotal records ☐ Checklist inventories
☐ Checklist inventories (underachieving or disadvantaged) ☐ Collection of evidence from portfolios
☐ Within the ninth stanine on one subject test score of an achievement test ☒ Continuous progress data
☐ Formal testing data ☐ High performance on test of academic achievement
☒ Informal assessments ☐ Nominations-Peer
☐ Nominations-Self or Petition ☐ Off-level testing
☐ Portfolio of high academic performance ☐ Primary review committee
☐ Referrals/Recommendations-Parent ☒ Referrals/Recommendations-Teacher
☐ Student awards or critiques ☐ Student progress data
☐ Other, Specify

KY State Reporting Import Wizard (3)

LEP

*English Proficiency: 02: LEP *Start Date: 09/01/2007 End Date:

Non-English Background: ☒ First US English School: 05/05/2005 LEP Identified: 08/28/2007 LEP Enrolled: 09/01/2007

LEP Expected Exit: 05/30/2009 LEP Actual Exit: LEP RFEF Entered: 09/01/2007 Limited or No Formal Schooling: ☒

Interrupted Schooling: ☒ Currently Repeated Grade: ☒ Parent Notified: ☒ Instructional Support: 6: LEP Services/Native Language

Exit Criteria:

☐ Assessment ☐ Teacher Recommendations ☒ District Assessment

☒ Academic Progress ☐ GPA ☐ CATS

Instructional Accommodations:

☒ Read Text In English ☒ Paraphrase In English ☐ Paraphrase In Primary Language

☐ Provide Oral Translation ☐ Scribe Responses ☒ Adapt Pace of Instruction

☐ Provide Visual Organizers ☐ Provide Adapted Materials/Tech ☒ Use Computer/Software

☒ Use Spell Check ☐ Use Foreign Language ☐ Link Instruction to Prior Learning

☐ Provide Language Objectives ☐ Build Background ☐ Model Language/Task Completion

☐ Engage in Academic Conversations ☐ Scaffold Responses ☐ Provide Interaction Opportunities

☐ Teach and Model Mega-Cognitive

Language Proficiency Test:

LEP Test - A: ACCESS - Purpose is Progress

Listening Level: 3 Listening STD: 4 Overall Composite Level: 3

Speaking Level: 2 Speaking STD: 1 Test Date: 08/28/2007

Reading Level: 2 Reading STD: 3

Writing Level: 1 Writing STD: 2

LEP Test - B: W-APT

Listening Level: 0 Overall Composite Level: 0

Speaking Level: 0 Test Date:

Reading Level: 0

Writing Level: 0

Attendance Transferred Summary




















Absences	Unexcused Absences	Tardies	Unexcused Tardies	EHO Absence
26.544	5.395	10	8	0.0

[Save](#)

Process Inbox Maintenance

The Process Inbox is district-wide, not specific to school

Deleting Process Inbox entry does not delete for other users

Process Inbox						
			Process	Step	Posted Date	Due Date
			Vertical Interoperability	State Resync Requested 		12/29/2008
			Vertical Interoperability	State Resync Requested 		12/30/2008
			Vertical Interoperability	State Resync Requested 		12/30/2008
			Vertical Interoperability	State Resync Requested 		12/30/2008
			Records Transfer	Transfer Complete: ASHER, WILLIAM 1103498		01/09/2009
			Records Transfer	Transfer Complete: ASHER, WILLIAM 1103498		01/09/2009

SSID Troubleshooting

- For a student records transfer to be possible, state database must have record of student's former enrollment and his/her *stateID number*
- When student's stateID number is 'pending', 'ambiguous', or 'incomplete' district should contact.....



User Security Rights

- Rights to Records Transfer should be limited
- Full rights (RWAD) must be assigned for access to functionality
 - Student Information > General > Records Transfer tab
 - Permits transfer initiation
 - Student Information > Allow unfiltered search
 - Permits searching all students
 - Student Information > Student Locator (if applicable to district)
 - Permits creation new students and enrollments
 - Required before making a records transfer request
 - System Administration > Data Utilities > Student Records Transfer > Notify Process Inbox
 - Permits viewing of transfer requests and records releases



Questions & Answers

Ask, we're ready!



Learn More!

Additional training is available from Campus U

- Professional, certified trainers
- Just-in-time offerings
- Online
- In person
 - In your district
 - At Infinite Campus

